

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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February 24, 2004

**FROM: MICHAEL A. RAMOS**  
District Attorney

**SUBJECT: APPROVE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE COUNTY OF SAN BERNARDINO (OFFICE OF THE DISTRICT ATTORNEY) AND THE CITY OF REDLANDS (REDLANDS POLICE DEPARTMENT) FOR THE ELECTRONIC TRANSFER OF INFORMATION**

**RECOMMENDATION:**

1. Approve Memorandum of Understanding (MOU) between the County of San Bernardino (Office of the District Attorney) and the City of Redlands (Redlands Police Department) for the electronic transfer of information.
2. Authorize the Chairman and the District Attorney to sign the MOU on behalf of the Board of Supervisors.

**BACKGROUND INFORMATION:** As technology improves, the Office of the District Attorney continues to develop new ways to conduct business electronically. Exchange of important information between the Office of the District Attorney and law enforcement agencies can be accomplished more rapidly and efficiently through electronic transfer as opposed to conventional methods of mail or courier.

The attached MOU regarding the electronic transfer of information is entered into by the County of San Bernardino (Office of the District Attorney) and the City of Redlands (Redlands Police Department) and outlines the procedures each party will adhere to for the purpose of electronic exchange of subpoenas, criminal case filings, case rejections, informational memos and other important information.

**REVIEW AND APPROVAL BY OTHERS:** This item has been reviewed by County Counsel (Scott M. Runyan, Deputy County Counsel 387-9022) on February 2, 2004, the County Administrative Office (Vicki Kratzke, Administrative Analyst 387-5423) on February 10, 2004 and ISD (Leyden Hahn, CIO 388-5501) on February 3, 2004.

**FINANCIAL IMPACT:** There is no local cost impact associated with this item as a network connection between the two agencies is already in place.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action as it will improve efficiencies for the county and police department.

**SUPERVISORIAL DISTRICT(S):** Third

**PRESENTER:** James B. Hackleman, Assistant District Attorney (909) 387-6601

Record of Action of the Board of Supervisors

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